

**CHANGES IN THE 2013-2015 COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE  
STATE OF MINNESOTA AND MINNESOTA  
ASSOCIATION OF PROFESSIONAL EMPLOYEES**

Unless otherwise indicated, all changes are effective September 21, 2013.

**PREAMBLE**

Technical date change.

**ARTICLE 1 – ASSOCIATION RECOGNITION**

No change.

**ARTICLE 2 – STRIKES AND LOCKOUTS**

No change.

**ARTICLE 3 – DUES DEDUCTION**

No change.

**ARTICLE 4 – NON-DISCRIMINATION**

No change.

**ARTICLE 5 – EMPLOYER RIGHTS**

No change.

**ARTICLE 6 - EMPLOYEE RIGHTS**

No change.

**ARTICLE 7 – ASSOCIATION RIGHTS**

No change.

**ARTICLE 8 – DISCIPLINE AND DISCHARGE**

No change.

## **ARTICLE 9 – GRIEVANCE PROCEDURE**

Section 3. Procedure. Formal Step 1. Modify language so that first step grievances are now filed with the immediate supervisor's supervisor instead of directly with the immediate supervisor.

Agreed to discuss changes to the Arbitration panel.

## **ARTICLE 10 – VACATION LEAVE**

Section 1. General Conditions. B. Use. Delete language requiring a six month waiting period before vacation can be used. Add language crediting new employees entering state service with 40 hours of vacation, to be reduced proportionately as vacation leave is accumulation. Any credited vacation leave that is not offset prior to separation shall not be liquidated. Current employees who are appointed to a MAPE position who have accumulated vacation leave transferred will not receive additional credited vacation hours.

Section 1. General Conditions C. Crediting. This language is deleted.

## **ARTICLE 11 – HOLIDAYS**

No change.

## **ARTICLE 12 – SICK LEAVE**

Section 3. Sick Leave Use. Add sentence to this section referencing a letter dated July 1, 2013 which further clarifies sick leave use.

Section 3. Sick Leave Use. Add language allowing employees with a disability which requires the use of a service dog to use up to forty (40) hours of sick leave to attend initial training for service dog handling.

Section 5. Reinstatement of Leave. Technical change to eliminate date reference.

## **ARTICLE 13 – SEVERANCE PAY**

No change.

## **ARTICLE 14 – LEAVES OF ABSENCE**

Section 2. Leaves with Pay H. Transition Leave as a Result of Layoff. Technical heading change.

Section 2. Leaves with Pay. I. Transition Leave as a Result of Non-Certification. Add language granting a previous Appointing Authority to place an employee on a paid leave for up to 40 hours from the effective date of the non-certification who is returning from another Appointing Authority due to that non-certification.

Technical re-lettering of this section due to additional language.

Section 3. Unpaid Leaves of Absence. C. Military Leave. Add language allowing an employee a reasonable amount of time to meet with Human Resources to explain rights and benefits available while on military leave. The employee may request a union steward or Association representative to be present.

### **ARTICLE 15 – SENIORITY**

No change.

### **ARTICLE 16 – VACANCIES, FILLING OF POSITIONS**

No change.

### **ARTICLE 17 – LAYOFF AND RECALL**

Section 2. Labor-Management Cooperation. Remove dates limiting ability to meet and confer to discuss layoff for budgetary reason to only cover the 2011-2013 agreement period.

### **ARTICLE 18 – EXPENSE ALLOWANCES**

Section 5. Meal Allowances. Throughout the Section change the reference from home station to temporary or permanent work station.

Delete sentence which states that an employee may claim lunch reimbursement when authorized by the Appointing Authority as a special expense. The language is already included in Section 6, Special Expenses.

Beginning January 1, 2014, the meal rates are:

Breakfast	\$ 9.00
Lunch	\$11.00
Dinner	\$16.00

Beginning January 1, 2014, the metropolitan area meal rates are:

Breakfast	\$11.00
Lunch	\$13.00
Dinner	\$20.00

Fort Worth, Texas is added to Dallas, Texas in Section 5. Fort Worth is already listed in Appendix L.

#### **ARTICLE 19 – RELOCATION ALLOWANCES**

No change.

#### **ARTICLE 20 – INSURANCE**

Technical date changes.

Section 2. Eligibility for Group Participation A. Employees – Basic Eligibility. Change reference to temporary employees to temporary “classified” employees.

Section 2. Eligibility for Group Participation B. Employees - Special Eligibility 4. Retired Employees. Change reference to “Separated Employees Under M.S. 43A.27” and modify language to comply with law and practice.

Section 2. Eligibility for Group Participation C. Dependents. 1. Spouse. Effective January 1, 2015, if both spouses work for the State or another organization participating in the State's Group Insurance Program, a spouse may be covered as a dependent by the other.

Section 2. Eligibility for Group Participation C. Dependents. 2 Children. c. Coverage Under Only One Plan. Effective January 1, 2015 for purposes of health and dental coverage, if the employee's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may be covered as a dependent by the employee.

Section 3. Eligibility for Employer Contribution. A. Full Employer Contribution - Basic Eligibility. Clarify the language for employees who are scheduled to work at least 75% who are eligible for full Employer contribution.

Section 3. Eligibility for Employer Contribution. A. Partial Employer Contribution - Basic Eligibility. Clarify the language for employees who are scheduled to work at least 50% but less than 75% who are eligible for the partial Employer contribution.

Section 3. Eligibility for Employer Contribution. C. Special Eligibility 2. Employees on Layoff. Clarify language regarding eligibility for Employer contribution while on seasonal and permanent layoff.

Section 3. Eligibility for Employer Contribution. D. Maintaining Eligibility for Employer Contribution. 4. Special Leaves. Add section title, “Special Leaves.”

Section 4. Amount of Employer Contribution. Technical date changes.

Section 4. Amount of Employer Contribution. A. Contribution Formula – Health Coverage. Beginning 1/1/15, for employee health coverage, the Employer contributes an amount equal to ninety-five percent (95%) of the employee-only premium.

Section 4. Amount of Employer Contribution. A. Contribution Formula – Health Coverage. Beginning 1/1/15, for employee health coverage, the Employer contributes an amount equal to ninety-five percent (95%) of the employee-only premium.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. Technical date changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. Technical date changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. a. Benefit Options 4) Advantage Benefit Chart for Services Incurred During Plan Years. Technical date changes. Delete obsolete chart and insert new chart, including references to in-network convenience clinics and online care.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 1) Copayments and annual out-of-pocket maximums. Delete obsolete language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. Lifetime maximums and non-prescription out-of-pocket maximums. Delete obsolete language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. k. In-Network Convenience Clinics and Online Care. Added language regarding on-line care and that it is subject to a ten dollar (\$10) copayment. First dollar deductibles are waived for on-line care.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 6. Post-Retirement Health Care Benefit. Clarifies that employees who separate and are eligible to receive a retirement annuity are entitled to the benefit. If employees have an HCSP waiver on file, they receive the benefit in cash.

Section 7. Optional Coverages. A. Employee and Family Dental Coverages. 2. Coverage Under State Dental Plan. a. Copayments. Technical date change.

Section 7. Optional Coverages. A. Employee and Family Dental Coverages. 2. Coverage Under State Dental Plan. c. Annual Maximums. The annual maximums benefit is increased from \$1,000 to \$1,500.

## **ARTICLE 21 – TRANSFERS BETWEEN DEPARTMENTS**

No change.

## **ARTICLE 22 – HEALTH AND JOB SAFETY**

No change.

## **ARTICLE 23 – HOUSING**

No change.

## **ARTICLE 24 – WAGES**

Section 2. Conversion. Effective July 1, 2013, employees shall be assigned to the same relative step within the salary range for their class except as specified below.

Employees who are paid a rate which exceeds the maximum rate for their class prior to the implementation of this Agreement, but whose rate falls within the new salary range for their class, shall be assigned to the maximum of the new range.

Employees whose salaries as of June 30, 2103 equal or exceed the new maximum rate for their class shall not receive a salary adjustment, but these employees shall not receive a reduction in pay.

Section 3. First Year Wage Adjustment. Effective July 1, 2013, all salary ranges and rates shall be increased by three percent (3.0%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in Section 2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2014, all salary ranges and rates shall be increased by three percent (3.0%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

Section 12. Medical/Dental Expense Account. Eligible employees may participate in a medical and dental expense reimbursement program on a pre-tax basis as permitted by IRS.

**ARTICLE 25 – CALL-IN, CALL BACK, ON-CALL**

No change.

**ARTICLE 26 – WORK UNIFORMS**

No change.

**ARTICLE 27 – HOURS OF WORK AND OVERTIME**

Section 1. General Provisions. E. Part-time Employment. Add language which allows full-time employee returning from a military to work part-time for up to three (3 months). Time not worked may be supplemented with accrued vacation and/or comp time.

**ARTICLE 28 – WORK RULES**

No change.

**ARTICLE 29 – VOLUNTARY REDUCTION IN HOURS**

No change.

**ARTICLE 30 – BARGAINING UNIT ELIGIBLE WORK TRAINEES**

No change.

**ARTICLE 31 – AMERICANS WITH DISABILITIES ACT**

No change.

**ARTICLE 32 – LABOR MANAGEMENT COMMITTEE/MEET AND CONFER COMMITTEE**

No changes.

**ARTICLE 33 – SAVINGS CLAUSE**

No change.

**ARTICLE 34 – DURATION**

Technical date and name changes.

**APPENDIX A – VACATION**

No change.

**APPENDIX B – HOLIDAYS**

No change.

**APPENDIX C – SICK LEAVE**

No change.

**APPENDIX D – SENIORITY UNITS**

Modify Seniority Units in MnScu, add MN.IT and MnSure; remove OET.

**APPENDIX E-1, E-2, F-1 and F-2 – COMPENSATION GRIDS and CLASSES AND SALARIES**

Appendix E-1 – Salary Schedules, July 1, 2013 through June 30, 2014.

Appendix E-2 – Salary Schedules, July 1, 2014 through June 30, 2015.

Appendix F-1 – Class Assignments to Salary Grid, July 1, 2013 through June 30, 2014.

Appendix F-2 – Class Assignments to Salary Grid, July 1, 2014 through June 30, 2015.

**APPENDIX G – SUPPLEMENTAL AGREEMENTS**

Modifications made to various supplemental agreements as agreed upon by the agencies.

**APPENDIX H – PROHIBITION OF SEXUAL HARASSMENT**

No change.

**APPENDIX I – AFFIRMATIVE ACTION COMMITTEE**

No change.



**APPENDIX J – EMPLOYEE DRUG AND ALCOHOL IN THE WORKPLACE POLICY**

No change.

**APPENDIX K – STATEWIDE POLICY ON FMLA**

Agree to replace previous statewide policy with revised policy.

**APPENDIX L – HIGH COST CENTERS FOR MEAL REIMBURSEMENT**

No change.

**APPENDIX M – STATUTORY LEAVES**

No change.

**LETTERS**

Added letter dated June 25, 2013 regarding upcoming labor management committees.

Added letter dated July 1, 2013, providing further clarification of on the use of sick leave for additional family members.